Work package number 1- project kick off

Objectives

The kick off stage should fix the financial and administrative rules and procedures and the production and valorization plan. This stage includes the launching of the next stage of work that is to say the creation of a common vocational reference guide according to the sustainable professionalization methodology. All project participants should be given any missing information: work has already been carried out on the vocational profile by six countries so new partners not familiar with the methodology will be informed to make sure they accept the guiding principles.

Tasks

1.1 Definition of financial framework and financial procedures of the project
1.2 Definition of work methods and procedures
1.3 Creation of a collaborative work platform
1.4 Kick-off meeting in Paris

Partners’ roles and work sharing

As the coordinator of the project the CIEP will present the administrative and financial framework and different stages and general organisation.
The CIEP is in charge of quality control and will give indicators for each workpackage in agreement with the partners and will provide follow-up procedures.
The collaborative work platform will be managed by the CIEP and be devised in collaboration with KCHandel, OEEK and the National Centre for Technical and Vocational Education and Training in Romania.
The transnational kick-off meeting takes place in France. All partners take part. The CIEP is responsible for its preparation, events taking place during the meeting and for communicating conclusions.
The OEEK is the coordinator of the task: producing a common vocational reference guide according to the sustainable professionalization methodology and will present the methodological framework for work to be done.

**Methods and Work Techniques**

The CIEP coordinates all procedures, indicators and contractual documents which are then distributed to partners.

The collaborative work platform is created by the CIEP according to requirements defined by partners in charge of this task.

The kick off meeting is to fix the work framework, inform all partners and to launch the next stage of work.

**Expected Results for workpackage 1**

- budget
- financial contracts
- administrative and financial procedures guide
- work procedures and work sharing
- project calendar
- guide for quality control: procedures and indicators
- collaborative work platform
Producing a common vocational reference guide in International Trade following the « sustainable professionalization » methodology.

Objectives
This work stage has already been started by the French, Greeks, Italians, Dutch, Portuguese, Romanians and Slovenians. The objective is:
- to take into account new partners’ remarks
- to carry out a wide consultation with social partners to finish the work started
- reach a consensus on a common European vocational profile which will allow harmonisation of training

Tasks
2.1 – finalizing the common vocational profile
2.2 – writing common certification objectives
2.3 – Transnational workshop in Romania

Partners’ roles and work sharing
The OEEK who already have experience in writing common European reference guides will coordinate this stage of work.
For the kick-off meeting, the OEEK is responsible for informing new partners who didn’t participate in the first stages of work on the common vocational profile.
They will provide documents to help consultation of social partners in each country.
Using these documents, each country will consult in their own country social partners and representatives of the vocational training system. It is not only partners involved in the project who are to be consulted but a much wider range (professional organisations and a selection of companies) who have direct links with the profession in question. The professional organizations involved in the project are actively involved in establishing the panel for consultation.
At the end of this national consultation stage the institutional partners (CIEP, CECOA, KCHandel , MUIR, NCTVED, CRSVET) who were in charge of national consultations will give to the OEEK:
- a list of social partners consulted
- a summary of remarks made during the consultation process.
Information will be communicated via the collaborative work platform.
The OEEK will take into account comments and make a final proposition for the common professional profile which will need to be validated by all partners. Once the OEEK have written the final summary and using a methodology guide provided at the kick off conference each institutional partner will start work on common certification objectives. The results will be communicated by the OEEK at the transnational workshop in Romania.

The principal objective of the meeting in Romania is to reach an agreement on certification objectives. This work is carried out by the OEEK who produce a summary which will become the common vocational reference guide and will also be written as a certificate supplement in the framework of the new Europass.

The NCTVED will organize the transnational workshop in Romania which will last two days. The CIEP will provide a quality control report of this work package.

Methods and Work Techniques

- This workpackage uses principles defined by the « sustainable professionalization » methodology.
- Identification of representative social partners in each country is largely established but certain partners such as Romania need to work on creating such networks.
- Consultation meetings with social partners to build a vocational profile.
- Meetings with those responsible for vocational training in each partner country to work on certification objectives.
- Using the work platform for communicating information.
- Transnational Workshop

Expected Results for workpackage 2

- National lists of social partners involved in the consultation so involved in implementing the project.
- Common professional profile, basis for all work to follow.
- Certification objectives.
- EUROPASS : certificate supplement.
Workpackage number 3
Institutional implementation with ECVET experimenting

Objectives:
The innovative nature of the qualification in its conception and structure means that each country needs to find a solution: adapting regulations, creating an experimental window, integrating existing training programmes, presenting the qualification according to national rules...Solutions found should serve as a model for other projects of the same nature. So taking the rules of each system as a starting point, the objective is to introduce two new aspects (beyond the creation of a common vocational reference):
- a modular conception of training programmes to be produced using the certification objectives
- the principle of common accounting units: using work on ECVET

The objective of this stage is to adopt, in a test stage, the principles of a training system. The content and organisation of training belong to the next stage of work.

Tasks

3.1 Inventory of rules and procedures concerning qualifications in the different vocational training systems.
3.2 Definition of modular training system adapted to different vocational training systems integrating the ECVET principles.
3.3 Transnational workshop in Slovenia.

Partners’ roles and task definition

For this technical stage it is mostly the institutional partners who are involved. The social partners will be present at the transnational workshop in Slovenia where this stage of work will be validated.

The training programme will be integrated in the Netherlands and in Portugal in a 3-year programme and in the other countries in a 2-year one.

KC Handel are responsible for this stage:
- they establish an information collection protocol on the methods, procedures, frameworks and general regulations concerning qualifications in the different systems.
- They make a summary of the collected information in the form of a handbook. This guide is essential to understand the reference frameworks which will have to deal with creating a modular training system and a credit transfer system.
They present the issues around ECVET and manage the debate on the creation of a modular training system.
-they present the summary of the work.

KC Handel will be helped by OEEK. Loukas Zahilas was a member of the TWG on ECVET. The summary of results takes the form of an implementation guide for a credit transfer system within the framework of the COMINTER project.

Each institutional partner provides necessary information to KC Handel to write the handbook and makes propositions for (an) experimental solution(s) to credit transfer within the project. The objective is then to validate the solutions decided on at national level.

The members of the TWG on ECVET are regularly informed of work carried out.

At the transnational workshop in Slovenia, the CIEP will present the quality control of this stage.

**Methods and Work Techniques**

Protocol for information collection on vocational training systems.
In each country, consultation with competent institutions.
Circulation of information using the collaborative work platform.
Transnational Meeting in Slovenia (2 days).

**Expected Results for Workpackage 3**

Reference guide (handbook) on different training systems.
Inventory of difficulties encountered and possible solutions.
Experimentation of possibilities for credit transfer through the creation of a modular training system.
Reference guide for implementation of ECVET in the framework of the project.
Workpackage 4
Writing a common training guide based on modules

Objectives
A training programme based on modules allowing for the application of ECVET has been created in workpackage 3. Workpackage 4 is to move on from the theoretical possibilities to practical implementation of this common qualification in International Trade.

Tasks
4.1 Writing a training programme guide based on modules.
4.2 Test on chosen training centres and modification of modules.
4.3 Writing a pedagogical training guide.
4.4 Transnational workshop in Lisbon: 2 days.

Partners’ roles and task definition
This workpackage involves mainly institutional partners involved in training and IBS (network of Dutch training centres).
The CIEP will coordinate this stage.
Each country makes a proposition for the organisation of modules according to the reference framework established in stage 3. The CIEP will make a summary to insure coherence even if the division is not exactly the same for each country. A module includes training content, pedagogical organization and evaluation procedures.
From this summary, the detailed writing of each module is shared between the different partners.
This work provides a basis for the pedagogical training guide to be written by the CIEP.
This guide is given to training centres for a test according to a protocol fixed by the CIEP.
The panel of test centres is made up of :-
- 3 training centres from the IBS network.
- 5 of the 85 French Lycées offering the BTS in International trade diploma.
- 2 training centres in Italy and Portugal.
- 2 training centres who will propose the new training programme in Greece.
- 1 training centre in Romania, Slovenia.

As well as comments on the training guide, the test will also underline needs for teacher training.
After the test and the transnational meeting in Lisbon, the final version of the pedagogical training guide will be written in French and in English and will be circulated (wkpk 7) by the CIEP.

CECOA will be responsible for the transnational meeting in Lisbon. It will last for 2 days. During this meeting, the CIEP will present work to be done for workpackage 5 and a quality report.

**Methods and work techniques**

Collaborative work through the platform.
Test in training centres following a protocol.
Transnational workshop Lisbon.

**Expected Results for workpackage 4**

New training programmes or modification of existing programmes through the integration of modules.
Training guide.
Work package number 5

Creation of a network of training centres and partner companies

Objectives:
Creating a network of training centres and partner companies is to ensure the sustainability of the project, in other words:
- Ensure coherence in the training through permanent relations between actors in training, avoiding differences in practice and so maintaining quality.
- Creating an environment favourable to the mobility of students through placements in European countries and student exchanges during training.
- Favours teacher exchanges in the network.
- Creating the necessary conditions for the updating of the vocational profile and adapting the training.

Tasks
5.1 Definition of membership criteria and of a quality assurance charter.
5.2 Definition of working methods.
5.3 Creation of a digital platform for exchanges and work placements.
5.4 Test on training centres and test companies.
5.5 Transnational workshop in Venice: 2 days.

Partners’ roles and task definition

All partners are directly involved in this stage of the creation of a network of training centres and companies. The CIEP having the largest number of training centres (85 state schools with 3,500 students) will coordinate this workpackage, create and manage the network.

Membership criteria, the quality assurance charter and work procedures and rules will be written according to all partners’ propositions and will take into account national constraints and organization (companies, status of training centres etc.) All of this will lead to establishing requirements for the exchange platform and should allow for permanent improvement of the network.

The work platform will be managed on an official website and will continue to function outside the time framework of the project and will be financed by professional organisations.

The transnational workshop in Venice will validate the quality charter, working rules and the ergonomics of the digital work platform.
The test of the platform and the network will be carried out at first using the organization of exchanges on work placements abroad. The training centres involved in testing the training guide will also play a role in testing the network.

The final meeting in Paris will assess the test of the network and prepare to increase its scope.

**Methods and Work Techniques**

The collaborative work platform is used for exchanges

The professional partners involved in the project will play a role in helping to feed and inform on the network.

**Expected Results for workpackage 5**

Quality charter for network.

Procedures and working guide.

Digital work platform for managing exchanges.

A basic network of training centres and companies to prepare development beyond the project deadline.
Workpackage 6

Creation of an updating methodology for the vocational profile

Objectives
This workpackage is necessary to ensure the sustainability of the training and of the vocational qualification. The objective is to find a method acceptable to the different vocational systems because evolutions in the profile necessitate changes in training. Nevertheless, procedures adopted must remain flexible in accordance with the realities of the profession.

Tasks
6.1 Inventory of procedures, techniques and methods used for updating in the different vocational systems.
6.2 Definition of a methodology for the updating of the vocational profile.
6.3 Test of monitoring procedures from a sample group.

Partners roles and task definition.
The methodology will use the network of training centres and companies developed in workpackage 5 as monitoring should be carried out on a European level. However, pertinent professional organizations and social partners will also be involved in monitoring. KC Handel will coordinate this workpackage.

Institutional partners will responsible for collecting information on updating qualifications in their country. They will test proposed solutions to see if they are feasible on a national level. The professional organisations involved in the project will question companies and wage earners.

A series of tests will be carried out to assess the pertinence of propositions. The updating system will be validated at the transnational meeting in Venice.

Methods and Work techniques
Inventory of methods and procedures for updating according to a protocol decided by KC Handel.
Tests through interviews with monitoring actors on vocational profiles and with competent national bodies responsible for vocational training.

Expected Results
Summary of national sectorial monitoring methods.
Updating methodology for vocational profiles.

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**Workpackage 7**

**Valorisation**

Tasks for budget purposes—see valorisation plan.

7.1 Inviting local personalities to the kick-off meeting, to the final conference and to transnational workshops.

7.2 Inviting those involved in vocational training policy at European level to the final conference and to the transnational workshop on ECVET.

7.3 Creation of a digital newsletter for network members, national and European institutions.

7.4 Creation of a CD-rom for guidance for young and adult populations.

7.5 Participation for pilot at valorisation conference organised by the European Commission.

7.6 Final 2-day conference in Paris.
Workpackage number 8

General coordination and quality control for the project

Tasks

8.1 General coordination of the project.
8.2 Evaluation and quality control.
8.3 Writing intermediary and final reports.

8.1 General coordination of the project
This activity involves both financial management of the project and management of the different activities. Financial management includes budget division, follow-up and control on the one hand and the writing of the financial report on the other.
Control means insuring that the project is moving forward and that each partner carries out work to be done according to the requirements defined for each stage of the project.
So coordination is not an independent workpackage but is to be carried out throughout the project. It is an essential activity considering the complexity of the project and the number of partners.

The CIEP accountant is responsible for the financial management of the project. He respects budget rules and collaborates with the project coordinator. All partners must provide justifications for spending and provide regular financial evaluation reports according to the CIEP demands.
The CIEP is in charge of regulating the project with the help of the steering committee whose members are the CIEP, OEEK and KC Handel. These three partners are the coordinators of the different work stages. The steering committee follows closely the project’s progress and may meet outside of transnational workshops. A formal steering committee meeting will be held once a year.
The person in charge of the project in each country is in charge of coordination for their organisation and are the contact person for the CIEP. They provide necessary information for the intermediary report.

8.2- Assessment and quality control
The project will be assessed in terms of processes and results.
For the processes, application of procedures defined in the requirements will be checked with respect for project deadlines. Particular attention will be paid to co-operation and consultation
with other partners as this guarantees the European nature of the project and the quality of the results obtained: social partners, institutions, tests with training centres.

In terms of results, quality control will focus on achieving the fixed objectives, in particular their effective implementation, the possibilities for transfer of results to other similar projects, to other countries and communication to target groups.

Evaluation is not a separate work stage but a quality control plan which runs through the whole project.

**Partners’ roles and task definition**

Evaluation and quality control will be carried out by a General Inspector from the French National Education System using quality indicators and requirements for procedures to be followed previously defined by all the partners.

Each partner nominates a person responsible for quality control who is responsible for communicating information.

**Methods and Work Techniques**

Quality control depends on the requirements for procedures to be followed and the definition of criteria.

Assessment of the project takes into account the objectives fixed and achieved, respect for deadlines, the contribution of each partner to the project, the quality and efficiency of communication between partners.

**8.3 – Writing intermediary and final reports**

The CIEP is responsible for writing these reports according to Leonardo requirements. To do so, they will base their work on all partners contributions and will be helped particularly by the steering committee.

**2nd Part**

**Valorisation Plan for the Project**

**V1 Direct impact of results through implementation**

**V11 Implementation in the vocational training systems of partner countries**

The project is not the definition of training between partner training centres but a deliberate action of official vocational training bodies on a national level. From workpackage 4 of the project: Creation of a common training guide based on modules, training centres will be involved to test the feasibility of the project.

-5 state schools in France.
-3 Dutch training centres.
-2 Italian, Portuguese and Greek centres.
-1 centre each in Romania and Slovenia.
In other words a total of 17 training centres.

As soon as the project is completed this common vocational qualification will be implemented:

- in all French training centres: 85 state schools with a total of 3500 students who prepare for the current BTS Commerce International
- progressively into the Dutch network: 9 IBS training centres who are partners in the project but also other training centres amongst the 46 who currently prepare for a qualification in International Trade.